

BIG FOOT HIGH SCHOOL

Co-Curricular Handbook



2021-2022

PREFACE/PHILOSOPHY

Co-curricular activities are activities in which students appear, perform and/or compete as representatives of Big Foot High School. Examples of these include athletics, cheerleading, dance team, drama, FFA, FMP, NHS, forensics, homecoming court, math team, musicals, prom court, and student council. Activities in which students represent BFHS as an extension of a specific course are governed by the student handbook and the BFHS student behavior expectations and are not considered co-curricular activities.

This code incorporates standards and guidelines for eligibility and participation established by both the Wisconsin Interscholastic Athletic Association (WIAA) in the Big Foot Union High School District. The BFHS administration reserves the right to make policies and decisions as needed to address specific issues that arise which may not be explicitly covered in this code.

STUDENT RESPONSIBILITIES

The opportunity to participate in the BFHS co-curricular program is extended to all students who are willing to assume responsibility as outlined in this code and those established by their advisor/coach.

ELIGIBILITY RULES AND CODE VIOLATIONS

In order to represent BFHS in any co-curricular activity, a student must meet all eligibility requirements of this code. Athletes are also subject to all Wisconsin Interscholastic Athletic Association bylaws, policies, and rules.

The co-curricular code of conduct starts the first day that a student signs the code and remains in effect all 12 months every year until the student graduates from high school or until their last event is finished, whichever comes first.

1. ACADEMICS

- a. A student will lose co-curricular eligibility if his/her grades include any of the following two standards:
 - i. One F and/or incompletes in the current grading period.
 - ii. All students having less than a 1.75 GPA in the current report period.
- b. The suspension period for academic ineligibility will be 5 consecutive school days
 - i. If the student is making satisfactory progress (minimum requirements or better) after 5 school days, the student will regain eligibility for the remainder of the grading period. However, the student will be placed on academic probation, with WEEKLY grade checks to be completed.
 1. If a student-athlete shows satisfactory progress for THREE consecutive weeks, they will be removed from the academic probation period.
 2. If a student-athlete does not meet the minimum academic requirements during any academic probation grade check, the student will remain ineligible until the next weekly grade check, with evidence of satisfactory progress being made.
- c. Per WIAA regulations, a student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent (school issued) grade-reporting period.
 - i. If you have more than one failing grades at the end of Q1, S1, or Q3 you will regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility.
 - ii. If you have more than one failing grades at the end of S2 the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)
- d. The date used to determine eligibility gain and/or loss for Q1, S1, and Q3 will be the first school day following the posting of report cards. The ineligibility period in S2 for students who lose eligibility based upon their S2 report card will be 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport (as set by the WIAA) or activity (as set by BFHS or the appropriate sponsoring organization). These dates vary from sport to sport, and from activity to activity.
- e. If ineligibility is due to incompletes, students may become eligible immediately upon verification from the registrar that they have completed their work with a passing grade for the grading period.
- f. A student making satisfactory progress in an Individualized Educational Program (IEP) may be exempt from normal scholarship requirements.

- g. Per WIAA regulations, an "incomplete" is regarded as an 'F' until it is made up. The incomplete must be made up within ten school days of the end of the midterm or term. In the event that an incomplete is not made up the "incomplete" becomes an 'F'.

2. ATTENDANCE

- a. Students must be in school attendance for an entire day in order to participate in the co-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advance by the principal. Illness is not included as an exception.
- b. Students may not compete, perform or practice on days of in-school or out-of-school suspension.
- c. Students suspended from co-curricular activities are expected to remain as a part of the team or group. Students are required to attend all contests or activities and be a non-participant during their suspension. Students not in attendance at a contest or activity will not have the contest counted as one of the suspension contests.

3. USE OF, POSSESSION OF, AND/OR ASSOCIATION WITH PROHIBITED SUBSTANCES

- a. The use of, possession of, and/or association with tobacco and marijuana/THC products, including e-cigarettes and vaporizing products, alcohol, inhalants, steroids, and controlled substances is prohibited by this code and the WIAA. *"Association with" may include not using these items and being at a place where any of this is present; providing others the opportunity or space for use of these items when you are not present, and other definitions related to the term "association."*
- b. All infractions in this area will be dealt with by suspension from the activity. The length of those suspensions is defined in the individual section pertaining to each activity in this code.

4. CONDUCT UNBECOMING OF A CO-CURRICULAR PARTICIPANT

- a. Examples of such conduct include, but are not limited to, the following:
 - i. Failure to comply with school rules.
 - ii. Failure to comply with coach/advisor rules.
 - iii. Lying to school personnel during an investigation.
- b. Violation of Wisconsin Criminal Code or State Statutes.
- c. If charges have been filed but no legal judgment has been rendered, BFHS reserves the right to conduct its own investigation and come to its own judgment for the purpose of enforcing this code.

5. SIGNED CO-CURRICULAR CODE, EXAMINATION/PERMIT CARDS, AND IMPACT TESTING

- a. Any student participating in co-curricular activities must, along with their parents, sign the agreement to follow the code of conduct during their participation at BFHS.
- b. A student may not participate in interscholastic athletics until the school has an examination/permit card on file in its office attesting to:
 - i. Parental permission for emergency treatment; and
 - ii. Physical fitness as determined by a qualified medical professional as per current WIAA guidelines.
- c. Students will not be allowed to participate in any contest until the proper forms are completed and turned in to BFHS.
- d. All athletes are required to complete Impact testing for pre-concussion baseline establishment before starting practice. Impact testing is done at BFHS and is free to all athletes. The athletic trainer is responsible for all such testing.

6. TRANSFER ELIGIBILITY

- a. Any student who transfers from any school with a status of ineligibility for disciplinary or academic reasons retains such status at BFHS for the same period as decreed by his/her former school. If a student transfers to BFHS and is ineligible according to the BFHS Co-Curricular Code, then the student will be deemed ineligible until the student meets the requirement of this code.

CONSEQUENCES FOR CODE VIOLATIONS

1. CODE ADMINISTRATION

- a. The administration of the code will be handled by the Athletic Director for all matters concerning athletics, and by the Administrative Team for all other activities. Consequences for violations of the Co-Curricular Code shall be administered as directed by this handbook.

2. REPORTS OF VIOLATIONS

- a. Incidents of code violations reported to the principal, attendance intervention officer or athletic director will be investigated.

- b. Violations of the code may also be enforced based on reports confirmed by law enforcement officials or self-admission.
 - c. If an alleged student violator refuses to cooperate with an investigation, BFHS reserves the right to determine consequences based upon the information gathered.
 - d. Reports of violations exceeding a one year-time lapse will be invalid. Once a penalty is levied, any report of a violation prior to that date is invalid.
3. **RESPONSE TO ALLEGATIONS**
- a. No penalties will be enforced until after this investigation is concluded and until after a student has an opportunity to be heard. A formal letter will be sent to the student and his/her parents if the student is being suspended from activities according to the code.
4. **VIOLATIONS ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES**
- a. If a student commits code violations while at school or while engaged in a school related activity, the administration will consider first violations as a second violation, and second violations as a third violation except for academic fraud/cheating, and fighting which will be considered for each offense occurring.
5. **ATHLETIC CONSEQUENCES FOR CODE VIOLATIONS**
- a. First Offense:
 - i. A student will be suspended for 25% of the total number of competition dates; the athletic director and/or principal will determine the exact number of contests. The total will be rounded up in a decimal situation.
 - ii. Students guilty by association will be suspended for 10% of the total number of competition dates; the athletic director and/or principal will determine the exact number of contests. The total will be rounded up in a decimal situation.
 - iii. "Guilty by association" is defined as being present at a student gathering where alcohol or other drugs are being used by minors. Situations in which a student who leaves such a gathering promptly may be given consideration when levying penalties.
 - b. Second Offense:
 - i. A student will be suspended for 50% of their current or next season. The athletic director and/or principal will determine the exact number of contests. The total will be rounded up in a decimal situation.
 - ii. If both offenses are AODA related; the student will undergo BFHS approved AODA assessment and provide documentation that the assessment was completed. The results of the assessment must be turned into the principal or athletic director for approval.
 - iii. Any combination of first offense code violations, including guilty by association, will result in a second offense.
 - iv. If the guilty party is the "host" of the event, the offense will be considered two offenses.
 - c. Third Offense:
 - i. A student will be suspended for the remainder of their high school career. This affects all sports, not just the sports that the student currently participates in.
 - ii. Any second offense plus an additional code violation, including guilty by association, will result in a third offense.
 - d. Win-Back Provision:
 - i. Violations of the code will be cumulative during a student's high school career. However, a student who participates one year without a violation earns back his/her status prior to the last violation. This "win-back" provision only applies after a student's first violation during their high school career.
 - e. Completion of Suspensions:
 - i. If a violation occurs toward the end of a sports season and there are not enough contests left in the season to fulfill the required percentages of the suspension, then the suspension will be recalculated and applied toward the next sport or activity in which the student participates.
 - f. Suspensions:
 - i. Actual suspensions will be determined by the athletic director and the principal, based on the number of contests scheduled that year in that sport and are subject to changes by the WIAA.

A student who is on suspension for part of the season must complete the season of his/her sport or activity, or his/her ineligibility must be repeated in his/her next sport or activity. Periods of ineligibility will be carried over to the next sports or co-curricular season if that is what is necessary to fulfill the suspension

requirements. In order to receive regular season-ending awards (i.e. numerals, letters, certificates, etc.) for the season in which the violation occurred, a student must complete the season in good standing. A student will be given the appropriate awards upon successful fulfillment of any co-curricular suspension.

6. NON-ATHLETIC CONSEQUENCES FOR CODE VIOLATIONS

- a. Affected Activities:
 - i. This section pertains to drama, FFA, forensics, homecoming court, math team, musicals, dance team, cheerleading, prom court, student council, FBLA, FCCLA and other non-athletic co-curricular activities in which students appear, perform or compete as representatives of BFHS.
- b. First Offense:
 - i. Up to 20 hours of school/community service and/or suspension from participation in non-athletic activities as determined by the principal. A student participating in the Underage Youthful Violators Program under the order of the court system will be required to sign a participation form indicating that he/she will fulfill his/her obligations as a part of a court order. A student failing to fulfill his/her obligations under this program will be suspended from further activities until such time as all obligations under this policy have been satisfied.
- c. Second Offense:
 - i. The student will serve up to 40 hours of community service and/or be suspended from participation in non-athletic activities as determined by the principal.
- d. Third Offense:
 - i. The student will be suspended for the remainder of their high school career.

7. SIMULTANEOUS ATHLETIC/NON-ATHLETIC CONSEQUENCES

- a. Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities.

8. SPECIAL AWARDS RESTRICTIONS

- a. Students who violate the co-curricular code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of season award. This shall include MVP, MIP, captain, all-conference, all-area, and all-state. The exception to this is the first offense guilty by association clause.

9. GRIEVOUS VIOLATIONS

- a. If violations are of an extreme or grievous nature, the administration reserves the right to treat the violation as if it were a second or third code violation.

APPEAL PROCESS

1. REQUEST FOR APPEAL PROCEDURES

- a. Appeals may be requested by students and/or parents/guardians. The appeal must be directed to the principal within five school working days of the initial decision. The appeal must be in writing and must include the rationale for the appeal. Per WIAA policy, the initial sanctions imposed by the school for the violation in question remains in effect until after the decision of the Co-Curricular Activity Review Council has been reached.

2. SCHEDULED HEARING

- a. The principal shall schedule a hearing with the Co-Curricular Activity Review Council.
- b. The hearing shall be scheduled as soon as possible, but no later than ten school days after receiving the appeal request.
- c. The student and the school may be represented by legal counsel; however, the school shall not be responsible for providing legal counsel to the student.
- d. The student and the school have the right to call witnesses, cross-examine witnesses, and present evidence to the Co-Curricular Activity Review Council.
- e. The finding and decision of the Co-Curricular Activity Review Council will be in writing and sent to the student and his/her parent/guardian. If the student or parent/guardian wishes to appeal the decision of the Co-Curricular Activity Review Council, the student or parent/guardian shall notify the administrator of the school in writing within five days of said decision. This appeal request will be directed to and acted upon by the BFHS Administrator.
- f. Further appeals may be granted at the discretion of the district administrator only if the appealing party can present information regarding new evidence, procedural missteps, or lack of previous due process.

3. **CO-CURRICULAR ACTIVITY REVIEW COUNCIL**

a. Membership:

i. The Co-Curricular Activity Review Council shall consist of the following:

1. Chairperson: This is a faculty member appointed by the Principal. The Chairperson recruits the necessary members of the Review Council. He/she does not have voting power.
2. Staff Members: This will include one counselor and two coaches/advisors/faculty members representing activities not affected by the disciplinary action.
3. Student Member: This student will be a student council member or class officer from the appealing student's class. The student may not be directly involved in the activities potentially affected by the discipline.
4. Parent: The parent's children may not be directly involved in the activities potentially affected by the discipline.
5. The Chairperson will convene a pool of people to choose from for the Review Council to maintain consistency. Those in direct conflict with the appeal will be excused.

b. Procedure:

- i. Any action taken by the Co-Curricular Activity Review Council shall be supported by a simple majority. Voting shall be by secret ballot. A decision shall be reached by the Council as soon as possible following the hearing. All Review Council business is confidential.
- ii. Three members must be present to conduct a hearing. The Principal or his/her designee may appoint substitute members in cases where a quorum cannot be reached.
- iii. In the event a member of the Review Council is a witness in the actual hearing or has a conflict, that member shall be excused from serving on the council for that hearing.
- iv. The Principal or his/her designees shall appear on behalf of the school during any hearing. The principal shall not have voting powers.

4. **WIAA STIPULATION**

- a. Admitted use of alcohol or other drugs must result in a minimum of a one-contest suspension, regardless of the decision made by the Co-Curricular Activity Review Council.

OTHER INFORMATION

1. Travel:

- a. Any time a student travels to or from an event or competition, in which BFHS provides transportation, students must ride to and from the event or competition using school-approved transportation. The only exception to this is when there has been both written and verbal confirmation from the parent of the student to the coach to allow alternate transportation. This must be done on the approved school form prior to leaving the site.
- b. In the case of activities in which the school does not provide transportation, students can arrange their own transportation to and from activities or practices. If a student chooses to ride with another student to an activity, a permission slip must be turned in to the activity advisor. It is not recommended that students ride with or take other students in their car under any circumstance.
- c. If there is a school sponsored activity that requires a student to ride to or from an away event with the parent of another student, two forms are required: (1) a written permission slip from the parent/guardian of the student who will be a passenger, and (2) a written permission slip from the parent who is driving stating which student(s) are being transported. NOTE: The Athletic Office must have these two permission slips at least four days prior to the event in order to do a background check on the driver as required by our insurance.

2. Joining a Second, Same Season Team:

- a. No student who is dropped from one squad for disciplinary reasons, or who quits, shall be eligible to compete in another sport for that particular season without mutual agreement of both coaches. After the second contest has been played, no student may move from one sport to another. However, any student who is cut from a squad may compete in another sport during that season with consent of the coach whose team they are joining.

3. Injuries:

- a. Any student who is injured during a co-curricular practice or event must report the injury to the coach or advisor at once. If a student has any "special medical problems," the student and/or parent must ensure that the coach or advisor is informed in advance. A certified trainer's services are available to BFHS.

4. Equipment:

- a. Each student is responsible for the equipment issued to him/her. Care labels should be carefully followed when washing the uniform. All equipment must be returned in good condition at the end of the activity. Failure to return such equipment shall result in one or several of the following:
 - i. The student shall be excluded from any continued involvement in other co-curricular activities.
 - ii. Awards earned by the individual shall not be presented until such equipment is returned.
 - iii. Lost or damaged equipment must be paid for by the individual to whom it was issued at the current replacement cost.
 - iv. An individual who knowingly continues to retain equipment shall be reported to the proper law enforcement agency.

5. Student Participation in Outside Sports:

- a. A student in any given sport may not participate in the same sport in activities outside of the school, either as a team member, individual, or independent entry during the same time that he/she is a member of a school sponsored team.